AWARDS – NON-MONETARY

Entering a Non Monetary Award – Follow the steps below:

STEP	ACTION
1	From the Navigation List – Click on *People → Enter and Maintain → <Open>*
2	Find the employee – Click **<Assignment> → <Entries>**
3	Click into the first blank **element name** data field. Click the LOV.
4	Click **Federal Awards (Nonrecurring)** and Click **OK**. <u>Note</u>: All recurring elements that apply to the employee's record are stored in this LOV. Non-recurring elements are by pay period in which they are effective.
5	Click **ENTRY VALUES** button and complete the following DDFS: • Award Agency • Award Type • Date Award Earned
6	Click on **<Save>** icon to save and exit the windows.

CORRECTING AWARDS – NON-MONETARY

Correcting an existing Non-Monetary Award in the current pay period – Follow the steps below:

STEP	ACTION
1	From the Navigation List – Click on *People* → *Enter and Maintain* → *<Open>*
2	Find the employee – Click **<Assignment>** → **<Entries>**
3	Click the element name **FEDERAL AWARDS** <u>Note</u>: Only non-recurring awards that fall in the current pay period display in the ***Element Name*** data field. If it is outside the current pay period, date track to the date needed and make the correction.
4	Click **ENTRY VALUES** button and type in the correct information. • Award Agency • Award Type • Date Award Earned
5	Click on **<Save>** icon to save and exit the windows.